ENABLING GOVERNMENT
ITAB
WITH TECHNOLOGY

Information Technology Advisory Board

March 29, 2006 Meeting Minutes

Attendees:
Gary Lyndaker, ITAB Chair, CIO DMH/ITSD
Paul Wright, ITAB Vice Chair, DESE/ITSD
Dan Ross, CIO ITSD

Allen, Corky; Gartner	Gerling, Richard; MO Ethics	Lanclos, Ryan; MDA/ITSD	Reinkemeyer, Cathy; DED/ITSD
Anthony, Gary; EDS	Glatz; Jim; AT&T	LeFebyre, Brad; Quilogy	Renick, Cindy; SAO
Atchison, BJ; DED/ITSD	Grecian, Jan; OA/ITSD	Lloyd, Don; DOC/ITSD	Roark, Bob; CIBER
Bedsley, Tim; MSI	Grellner, Jennifer; DESE/ITSD	Lunsted, Jim; Conservation	Schildmeyer, Greg; SOS
Borgstede, Bob; CIBER	Gronauer, Cliff; MSHP	Marey, Carol; CA	Stoke, Tom; OA/ITSD
Bott, Bill; OA/ITSD	Gross, Randy; CIBER	Medley II, Carl; SOS	Strange, Lainie; DESE/ITSD
Branson, Jim; DHSS/ITSD	Hansen, Jill; Rose International	Miller, Mike; MODOT	Tedeschi, Debbie; DOR
Brooke, Pat; OSCA	Hodge, Gina; DHE/ITSD	Moeller, Daniel; STO	Thomas, Ron; OA/ITSD
Buechter, Augie; OA/ITSD	Holmes, Arlan; OA/ITSD	Morrow, Lynn; IBI	VanGels, Larry; ATT&T
Burnette, Harold; DDS/ITSD	Jacobs, Earl; MSI	Myers, Bob; Tier	Wegman, John; IBM
Davis, Rob; DOLIR/ITSD	James, Diana; DESE/ITSD	Myers, Tim; Quilogy	Werdenhausen, Irene; Ultreya
Dwyer, Tim; Insurance/ITSD	Jobe, Elena; DNR/ITSD	Odneal, Mitch; OA/ITSD	Wilkerson, Chris; DNR/ITSD
Eggen, Gary; OA/PMM	Jones, Molly; WWT	Pashia, Dennis; AT&T	
Falter, Jeff; SEMA/ITSD	Kleckner, Lori; DED	Potts, Ray; DSS/ITSD	
Findlater, Joe; EDS	Koenig, Joe; DHSS	Quick, Kathy; BHA, Dell	

Gary Lyndaker called the meeting to order at 8:32 a.m.

PRESENTATIONS/DISCUSSION ITEMS
Paul Wright and Dan Ross presented Project Management certificates to the latest round of graduates. Paul and Dan thanked the participants for their efforts in completing the intense course and expressed appreciation to the agencies employing them for allowing them to take time away from their regular work schedules. Dan stated he hopes the graduates will use their skills for the betterment of the agencies that employ them. Those receiving certification were as follows:

William Bott, Office of Administration	Tamara Knight, Department of Mental Health
Arbizene Buzard, Office of State Court	Delores Loesch, Department of Labor & Industrial Relations
Roy Campbell, Department of Corrections	Patrick Noonan, Department of Labor & Industrial Relations
Shams Chughtai, Department of Economic Development	Cathy Reinkemeyer, Department of Economic Development
Therese Fick, Office of Administration	Theresa Roedel, Department of Corrections
Gary Heislen, Department of Social Services	Janice Scheibeler, Department of Public Safety
Linda Johnson, Department of Public Safety	Sandra Smart, Department of Corrections

ACTION ITEMS
1. ITAB March 29, 2006 meeting minutes were presented for approval. Gina Hodge made a motion to approve, Paul Wright seconded, and the minutes were approved.
2. Gary announced that the action items from the last meeting were completed. These items regarded Gary speaking with Ron Thomas and the Architecture Committee to ask them to begin looking at the PDA processes and hardware standards to put in place, as well as to begin looking at content management systems.

GENERAL BUSINESS
1. **CIO Discussion (Dan Ross)**
   a. **Deputy Positions Status –** Dan announced that he has recently completed filling the Deputy slots in the new organization. Chris Wilkerson from DNR was selected as Deputy for Infrastructure. The new Deputy of Administration is Arlan Holmes who comes from Economic Development. Chris and Arlan officially begin their new positions on April 3, 2006. Dan also announced that Christy Clark as been selected to replace Bob Meinhardt as CIO at DED.
   b. **Converged Voice Video and Data Network for the State –** The bid doc for the converged network will go to Purchasing this week. Dan thanked Mike Hurst, Brian Beckman, and all others who put countless hours into this. It is a comprehensive document and vendors will be expected to bid on it in its entirety. There is an option to use the State MODOT fiber or not. This will be a long process. There will be a pre-bid conference; specific information will be announced at a later date.
   c. **Solution to Virus Software on Desktop –** Mitch Odneal has been working hard to find an enterprise solution on virus software. We have purchased a little over 50,000 seats of the Symantec suite with the contract extending through 3/31/09. Cost savings should be $900,000 - $1,000,000. The rough average charge is approximately $3.99 per seat which is an outstanding price. Dan advised consolidated agencies to plan for conversion. Non-consolidated agencies or elected official's

offices are encouraged to contact Bill Bott, as there are enough seats in the Symantec virus software to cover them. Server level software will be up for bids next.

    d. Technology Summit – Dan announced he would like agencies to allow as many of their staff as possible to attend the upcoming Technology Summit and encouraged them to be active on the panel discussions, topics selection, and the like. Tier will be sponsoring a CIO breakfast and they would like to have a technical topic for discussion. Dan encouraged anyone who would like to suggest a topic of discussion to email him with it. Jan Grecian informed the group that the Summit will be held on June 15th at the Capital Plaza Hotel and noted there is a good line up of speakers scheduled.

    e. Budget – The House marked the ITSD budget as $205 million, lacking only $57,000 lost to one amendment. The Senate left a portion of the budget open, but at this point, has not taken money away. Dan will keep ITAB informed of new developments on the Senate side. He also noted that Revenue has recently contributed $4 million due to a program being added that appropriately belongs in the consolidation. That moves the budget up to $209 million.

    f. EDS – On April 4th Dan, some network staff, and MODOT staff are traveling to Tulsa, OK to take a look at EDS's Cherokee disaster recovery back up center. The center is in a good location, geologically away from New Madrid fault, and is not a high risk site. He noted Missouri needs another back up site in addition to the one planned in St. Louis.

    g. Criminal Offender Re-Entry Meeting – A meeting is scheduled on 3/29/06 to discuss/offer suggestions for systems used in State agencies that provide services to offenders attempting to re-enter society. These agencies systems are not designed to share information, and they would like to design a system that enables information sharing across different agencies.

    h. Health IT Task Force - The first meeting for the Governor's Health IT Task Force is scheduled for March 30, 2006. The task force consists of Julie Eckstein (Director of Health & Senior Services), Dan, and various health care professionals. Discussions will be centered on how to go about moving people's personal health information in and out of various systems in an effective way that protects privacy and has appropriate security features.

    j. ITSD Web Page (Bill Bott) – The job announcements page will be released soon. There will be an area where all IT job announcements can be listed. All IT Directors will get a password code so that they advertise jobs.

    k. Misc. - Chris Wilkerson introduced Elena Jobe as interim director.

2. ITAB Chair Items (Gary Lyndaker, ITSD-DMH, CIO)

    **a. **Gary is still planning to review the ITAB charter with the executive ITAB committee.

    **b. **Gary attended his first the Mid-Management Training session led by Bill Bott, and found it to be helpful. He encouraged others to attend.

    **c. **Steve Adams has agreed to assume the chairmanship of the Project Management Steering Commitment when Paul steps down in June 2006.

ITAB COMMITTEE UPDATES

1. Architecture Review Committee (Ron Thomas) – During the March 14th Architecture meeting, discussions were held regarding PDA's. The group agreed to have the infrastructure domain look at some general requirements for PDA's centering around the operating system. Chris Wilkerson directed reference to an email dated March 16th which limits the approval of new blackberries. Mike Miller, with the Dept. of Transportation, stated it was his understanding that the memo meant no requests for new blackberries with phones would be granted from this point forward without submitting a special request which would need to include a justifiable reason why there was a true need for a staff member to have a PDA phone (i.e. extensive travel, immediate response times necessary, etc.). Ron responded by stating that in hearing this info, he no longer saw a need to pursue the issue any further.
The Architecture Review Committee agreed to allow University of Missouri staff to participate in architecture domain teams.

2. Digital Media Developers Committee (Lainie Strange) - Lainie informed the ITAB group that a committee was formed to review the web content management system and investigate various products.

3. MOTEC Update (Jeff Falter/Laura Mertens) – FY07 Cap has been set and preparation for a presentation is underway. MOTEC hopes to have the presentation ready in time for the April '06 ITAB meeting.

4. Personnel Committee (Chris Wilkerson) - Chris told the group that he and Dan met with Mr. Prenger, in the Division of Personnel, to tell him that the Personnel Committee is willing to assist OA with IT personnel issues. Dan informed the group that he has encouraged the Division of Personnel to take advantage of the assistance especially in cases where staff who were not formerly merit are being moved into the merit system.

5. Project Management Standing Committee (Paul Wright/Tom Stokes) – Paul announced the committee has been working on a number of different items:

    a. Re-certifications - The group is working on an automated application for allowing project management certified staff to enter the PMDU activity information on line. They hope to have something in production by May 1, 2006. More information will be available as the system gets closer to completion.

    b. Efforts Underway for Another Course – Discussions are underway regarding prerequisites which need to be in place to allow participation in a new course titled "Project Monitoring Evaluation and Oversight". This will be a 2-day course which will be geared toward senior project managers; therefore, it will be imperative that those participating have the correct experience and background.

    c. Future Project Management Class Plans - The committee met with Bill Bott earlier in the month to discuss project management and where it is headed in relation to the consolidation. They will be expanding on these ideas over the next few months and will then share their findings with the ITAB.

d.   **Next Certification Course** – The next 4-week certification course begins April 10, 2006. Paul encouraged anyone with staff interested in this to get in touch with MOTEC.

6. **Missouri Network Management Steering Committee (Scott Willet) -** No report.
7. **User Group Coordination (Jeff Falter/Debbie Tedeschi) –** No report.
8. **Internet/MOREnet Update (Chip Byers) -** Nothing to report beyond the written reports submitted to ITAB earlier in the week.
9. **Statewide Purchasing Update (Gary Eggen) -** Nothing to report at this time. Gary told ITAB they hope to have more in the next couple of weeks.
10. **Technology Services Update (Gail Wekenborg) -** No report.
11. **MO GIS Advisory Council/GIO Update (Ryan Lanclos/Jeff Falter) -**
     a.   **GIS Day -** Ryan reported that GIS Day has been scheduled for April 13th to be held at the Capital, on the first floor rotunda. He noted there are currently 14 participating State agencies, promoting education about what GIS is and what people are doing with it in the State. Ryan encouraged attendance.
     b.   **Training Curriculum -** The committee is also considering taking on a training curriculum for State agencies to use much like a trainer the trainer. For those agencies that are interested in getting GIS or may have developed materials with GIS, they would be interested in discussing what they would like to see included in the training. This training curriculum is geared toward individuals learning GIS (i.e. how to import, how to do basic mapping, etc.).
     c.   **Mentorship Program -** The Mentorship Program, which was mentioned at the last ITAB meeting, now has 4 mentors available. Ryan encouraged anyone with an interest to make contact and set up time with a mentor.
     d.   **Enterprise License Agreement -** Efforts are underway to investigate an enterprise license agreement in order to discover if there is an opportunity to do cost savings for licensing on GIS products.

OPEN DISCUSSION
GIS Maintenance Cost Concerns - Chris Wilkerson commented that one of their concerns regarding GIS was maintenance costs, which are very expensive. Ryan stated they have identified a list of questions to take back to the vendor. These questions include asking if licenses could be pooled together, as well as what the vendor had to offer in terms of a maintenance price (keeping in mind it is a 3-year agreement). Ryan advised agencies to continue to stay on maintenance until a new decision has been made.

Introduction of Arlan Holmes - Dan Ross introduced Arlan Holmes to the ITAB, and reiterated that Arlan is taking over the position of Deputy of Administration.

New State Home Page April 3rd – Ron Thomas announced that the State home page will change on April 3rd.

Web Content Filtering - Dan noted that OA recently rolled out the web content filtering program and all is going well. He stated they have had some requests to remove blocks on certain sites. Dan noted the intention is to make this an HR tool to manage employees/time; in addition, from an IT perspective, it reduces bandwidth and delays the need to purchase additional bandwidth.

REVIEW OF ACTION ITEMS
None.

Ryan Lanclos motioned to adjourn, Augie Buechter seconded the motion, Gary adjourned the meeting.

NEXT MEETING
Mark your calendars, the April ITAB meeting is scheduled for **Wednesday, April 26, 2006,** and the May ITAB meeting is scheduled for **Wednesday, May 31, 2006. Both meetings will be held at 8:30 a.m., at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO**.

GL/af